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## Job details

Job 1 of 1

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**Special Salary Information** **Management Appraisal of Performance Plan (MAPP):**  
This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**Benefits Information** **Non-Represented Employees**  
• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

**Position/Program Information** **APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, MAY 5, 2014 AT 8:00 AM.**

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR ON WEDNESDAY, MAY 7, 2014 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE DEPARTMENT REQUIRE.**

Has immediate charge of a division of the Department of the Chief Executive Office. This class is distinguished by its administrative responsibility for the work of a division of the Department of Chief Executive Office having particular responsibility for one of the following County-wide

functions: budget analysis, coordination, and control; capital projects forecasting and planning; organization, systems, and management evaluation; compensation policy; employee relations; emergency management; legislative policy, development and analysis or various specialized services provided for County departments and districts, contract cities, or the public.

**Essential Job Functions**

Plans, organizes, directs, and evaluates the work of the division.

Formulates policies and procedures for the administration of the division.

Directs the analysis, coordination, and control of expenditures of County departments and districts.

Directs the forecasting and planning of County capital projects.

Manages the County's employee relations program and compensation systems.

Directs administrative and systems and work measurement studies of the organization and management of County departments and districts.

Directs the administration of a variety of services, programs, and projects, such as contract services to incorporated cities, safety and disaster services, graphic arts services, public information services, and legislative and grant coordination.

Maintains liaison with a variety of officials, agencies, and organizations on matters related to the work of the division.

Coordinates the work of the division with that of other divisions and departments.

Advises subordinate staff members on work methods, policy interpretations, and problem cases.

Directs the preparation of correspondence, reports, and studies related to the work of the division.

**Requirements****Selection Requirements:**

Five years of experience in a highly responsible administrative capacity\* in the analysis and resolution of problems related to budget, project management, organization, personnel, systems and procedures, or other governmental program, one year of which must have been at the level of Los Angeles County's class of Manager, CEO\*\* or higher.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special  
Requirement  
Information**

\*Administrative capacity means overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation.

\*\*Manager, CEO in the County of Los Angeles is defined as assisting in the overall administration of a division of the Chief Executive Office. Positions allocable to this class are responsible for the most difficult and highly specialized, complex assignments and serve as technical consultants and advisors that develop recommendations that have substantial impact on Countywide operations, management and programs as ordered directly by the Chief Executive Officer; as well as direct supervision of a staff of professionals assigned to complex program, functional areas or projects with an agency-wide impact.

**Examination  
Content**

**This examination will consist of TWO (2) parts:**

**PART I:**

An online Work Styles Assessment (WSA) weighted 25%. The WSA will measure Director Potential, Director Judgment, Business Acumen, Drive for Results, Building Relationships, and Self-Motivation.

Candidates must achieve a passing score of 70% or higher on the WSA (Part I) in order to proceed to the Interview (Part II) in this examination.

NOTE: Applicants that have taken the identical written test (s) for other exams within the last (12) months will have

their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your score for this exam may be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

The WSA test is not reviewable by candidates per Civil Service Rule 7.19.

**PART II:**

An Interview weighted 75%. The interview will assess knowledge and experience; problem solving and decision making; communication and interpersonal effectiveness; work habits and attitudes; and leadership and management.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible register.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE  
TO HELP CANDIDATES PREPARE FOR  
EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

[http://www.shldirect.com/practice\\_tests.htm](http://www.shldirect.com/practice_tests.htm)

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office.

**Eligibility  
Information**

Candidates who achieve a passing score of 70% or higher on each weighted part of the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every 12 months.

**Available Shift  
Application and  
Filing  
Information**

Any

**WE MAY CLOSE THIS EXAMINATION WITHOUT  
PRIOR NOTICE.**

“ONLINE FILING ONLY – APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED”.

**To apply online, please click the link below:**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=35856BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=35856BR)

**INSTRUCTIONS FOR FILING ONLINE:**

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

**TO APPLY ONLINE, CLICK ON THE TAB ABOVE OR BELOW THIS BULLETIN THAT READS, APPLY TO JOB SO YOU CAN APPLY ONLINE AND TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY E-MAIL.**

**APPLICANTS MAY UPLOAD THE REQUIRED OR ADDITIONAL DOCUMENTS (i.e. license, certificate, official transcripts, diploma, etc.) AS ATTACHMENT(S) TO THEIR ONLINE APPLICATION AT THE TIME OF FILING. IF YOU ARE NOT ABLE TO UPLOAD THE REQUIRED/ADDITIONAL DOCUMENTS AT THE TIME OF FILING, YOU MAY EMAIL THE EXAM ANALYST AT [RHERNANDEZ2@CEO.LACOUNTY.GOV](mailto:RHERNANDEZ2@CEO.LACOUNTY.GOV) DURING THE EXAM PROCESS. PLEASE INCLUDE YOUR NAME, THE EXAM NUMBER AND EXAM TITLE.**

**The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education and job experience.**

A) In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and

number of credits and/or certificates earned.

B) For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

**FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE NUMBER OF HOURS WORKED PER WEEK; SALARY EARNED; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.**

All information is subject to verification.

We may reject your application any time during the examination and hiring process.

Note: If you are unable to attach required documents, you may fax them to (213) 613-0744 during the examination process. Please include your name, the exam number and exam title.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Rowena Hernandez
<b>Department Contact Phone</b>	(213) 974-1025
<b>Department Contact Email</b>	rhernandez2@ceo.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 893-2453
<b>Teletype Phone</b>	(213) 613-4796
<b>California Relay Services Phone</b>	(800) 897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Professional

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